



JOB DESCRIPTION

Position:	Community Engagement Officer (Pacific Bioscapes)
Reports to:	Terrestrial Manager
Location:	Suva, Fiji
Scope/Capacity:	Country
Position Type:	Fixed term full-time contract (18 months, with possible extension)
Division:	South East Asia Pacific Region

About WCS

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government, and other partners to sustainably manage Fiji's natural resources and safeguard its biodiversity through supporting integrated land- and seascape management. WCS has been working in the country for over two decades (www.fiji.wcs.org).

Job Purpose

The Community Engagement Officer (Pacific BioScapes) (hereafter referred to as the 'Officer') is responsible for facilitating the preparation of a climate-smart, ecosystem-based management plan for Vanua o Nakorotubu to support biodiversity protection, livelihoods, and community well-being. The Officer will arrange and facilitate community consultation workshops and meetings, as well as support the research and writing process. This role presents an exciting opportunity for a passionate and dedicated individual to make a real difference.

Major Responsibilities

- Arrange and facilitate community consultation workshops and meetings with the 27 communities of Vanua o Nakorotubu, liaising with the provincial office and relevant government ministries.
- Document the outcomes of community workshops and use these to support the drafting of the ecosystem-based management plan.
- Coordinate training with technical assistance to empower resource management committees and communities
- Support the process of researching and writing the ecosystem-based management plan.
- Compile field trip reports with acquittal for submission to Terrestrial Manager and Finance.
- Maintain and update the project work plan.
- Ensure compliance with financial, procurement and record keeping systems
- Promote inclusivity and positive team culture by upholding the WCS code of conduct, addressing conflicts and supporting diversity.
- Represent WCS-Fiji and provide inputs in relevant forums
- Liaise with and foster positive working relations with government ministries and other stakeholders.
- Assist with the preparation of donor reports.
- Other duties as assigned by the Terrestrial Manager and / or Country Director

Minimum requirements and job skills

- A bachelor's or master's degree in environmental science or related field.
- Proven experience in community engagement and facilitation.
- Strong understanding of biodiversity conservation, climate adaptation and sustainable resource management practices
- Demonstrated experience writing high quality reports and other knowledge products.
- Good communication and presentation skills
- Knowledge of *iTaukei* language is an advantage
- Proficient in using office applications (MS Word/Excel/PowerPoint) and web-based platforms
- Driver's License is an advantage

The role involves both office based and fieldwork.

Salary

The starting salary for this position will start from **FJD 44,100**, with additional benefits as outlined in the WCS-Fiji HR Manual

Application process

Please email a letter of application and curriculum vitae to acaginitoba@wcs.org with the subject line: *Application for Community Engagement Officer*. Applications will be accepted until 5pm Fiji time on March 5th, 2025. Only short-listed candidates will be contacted.

WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.